



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Crime Laboratory Division

Division: Missouri State Highway Patrol

Sub-Section:

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**TITLE:** Evidence Bullets and Related Documentation

**CUTOFF:**EOCY

**DESCRIPTION:** Bullets recovered from the body of the victim or from the scene of the crime along with documentation of identification and comparison results to test bullets.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21452

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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**TITLE:** Laboratory Case Files

**CUTOFF:**EOCY

**DESCRIPTION:** A 9x12 envelope containing typed and written data which relates to evidence which has been submitted to the Missouri Highway Patrol laboratory for processing with respect to crimes which have been committed in outstate Missouri.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21449

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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**TITLE:** Photography and Negatives

**CUTOFF:**EOCY

**DESCRIPTION:** Photographs of criminal case evidence items and displays used in courtroom testimony.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21450

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Crime Laboratory Division

Division: Missouri State Highway Patrol

Sub-Section:

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**TITLE:** Test Bullets and Documentation Pertaining to Test Firing

**CUTOFF:** EOCY

**DESCRIPTION:** Bullets which have been test fired from guns which have been submitted in evidence and relate to crime committed in outstate Missouri along with all related documentation.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21451

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Division of Drug and Crime Control

Division: Missouri State Highway Patrol

Sub-Section:

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**TITLE:** Arrest/Incident/ Investigation Reports - Homicide Investigation

**CUTOFF:**EOCY

**DESCRIPTION:** Reports of investigations involving homicides. Retain closed files on-site for 5 years, then transfer to State Records Center for storage.

**RETENTION:** Years: 95 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21456

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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**TITLE:** Arrest/Incident/Investigation Reports - All Other

**CUTOFF:**EOCY

**DESCRIPTION:** Reports of arrests, investigations, and incidents of a standard nature. Investigations conducted by the Patrol relating to criminal activities or incidents. Retain closed files on-site for 5 years, then transfer to State Records Center for storage.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21455

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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**TITLE:** Auto Theft Case Files

**CUTOFF:**EOCY

**DESCRIPTION:** Report of stolen, abandoned, seized, or recovered vehicles. Retain closed files on-site for 5 years, then transfer to State Records Center for storage.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21453

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Division of Drug and Crime Control

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Narrative Investigation Reports

**CUTOFF:**EOCY

**DESCRIPTION:** Narratives of investigations conducted by the Patrol relating to criminal activities or incidents. Retain closed files on-site for 5 years, then transfer to State Records Center for storage.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21457

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Polygraphists Reports

**CUTOFF:**EOCY

**DESCRIPTION:** Report made when a polygraph is conducted on an individual for the purposed of criminal activity or incidents. Retain closed files on-site for 5 years, then transfer to State Records Center for storage.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21458

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Property Records

**CUTOFF:**EOCY

**DESCRIPTION:** Record used to account for property (any item or vehicle seized or held by an employee of the Patrol for safekeeping, as evidence, or for asset forfeiture) for which the Patrol has collected or seized. Retain closed files on-site for 5 years, then transfer to State Records Center for storage.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21459

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Division of Drug and Crime Control

Division: Missouri State Highway Patrol

Sub-Section:

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**TITLE:** Special Auto Theft Investigation Files

**CUTOFF:** EOCY

**DESCRIPTION:** Investigations pertaining to stolen, abandoned, seized, or recovered vehicles. Retain closed files on-site for 5 years, then transfer to State Records Center for storage.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21454

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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